



Ministry of Transport, Highways, Ports and Civil Aviation

Applications are invited among the Sri Lankan citizens for below position of “Kandy Multimodal Transport Terminal Development Project (KMTTDP)”. The Project Management Unit established based in Kandy area for the purpose of implementation of road construction and development activities under the Ministry of Transport, Highways, Ports and Civil Aviation.

This appointment will be subjected to the provisions of Management Service Circular No.01/2019 issued by the Ministry of Finance on 05.03.2019.

Name of the Project - Kandy Multimodal Transport Terminal Development Project (US \$ 50- 100 million category)

No.	Designation Name	PS Salary Category according to the MSD Circular No.01/2019	Number of Vacancies
01	Administrative Officer	PS - 06	01

According to the above mentioned MSD Circular 1/2019, Annexure 01, Administrative Officer (PS 6) (US \$ 50 - 100 million category) basic qualifications are given below

Minimum Qualifications & Experience [(1) or (2) or (3) below]

1. A Bachelor’s Degree in the relevant field which is recognized by the University Grants Commission

or

- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field.

or

- An Associated membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field.

or

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 02 years of experience in the required area of specialization

Or

2.

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 07 years of experience in the required area of specialization

3.

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 12 years of experience in the required area of specialization

General Conditions :

- Recruitment, salary, benefits and other service conditions will be as per the provisions stipulated in Management Services Circular No. 1/2019 issued by the Ministry of Finance on 05.03.2019.
- Selections will be based on a structured interview and other circular conditions.
- All application must be filled according to the format given in this circular and send all the copies of relevant documents.
- Candidates should be agreed to work around any place in the area and/or country if selected.
- The Project office is situated at Embilmeegama, Pilimathalawa.

01. Age Limit:

Below 64 years.

02 Salary:

Salary and allowances will be paid based on the Management Service Circular no. 01/2019 issued by the Ministry of Finance.

03. Terms of Employment:

- The appointment will be on contract basis, initially for a period of one year. Extension could be considered based on the Service requirement and performance.
- If the applicant already holds a permanent post in the Government or Semi-Government institutions, appointment will be based on according to the releasement basis mentioned on para 2.3.3 in 1/2019 MSD Circular, that recommended by the appointing authority of the substantive post and the considering correct releasement basis.
- Candidates who have not completed the application properly and have not submitted the correct data along with the application, and those who have not fulfilled the qualifications and other requirements specified in the Management Services Circular No. 1/2019 will not be considered for appointments.
- The decision of granting appointment or not, descretion of the Secretary of the Ministry according to in terms of the circulars and other provisions.

04. Recommendation of the Institution Head

An applicant who already holds a permanent post in the Government or Semi-Government Institution should be sent the applications through the Head of their Institution and with the consent of releasement from the substantive post and recommendation of the releasement basis according to the para 2.3.3 in 1/2019 MSD Circular. (Otherwise, the application will be rejected.)

05. Submission of the Application

Duly filled applications along with the particulars of academic qualifications work experiences and other relevant information according to the format given below should be sent through head of Road Development Authority with the recommendation under registered post, indicating the name of the post & project as appeared in the advertisement written on the top left hand corner of the envelope, to **Secretary, Ministry of Transport, Highways, Ports and Civil Aviation, “Maganeguma Mahamedura”, No.216, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before 31 .01. 2025.**

06. For Special Attention

- **Applications that are not properly filled in accordance with the given format will be rejected.**
- **Only the qualifications that submitted certificate copies with the application will be considered for selection.**

If the application is not properly filled according to given format, it will be rejected.

Application format - Annex 1

For Further Details - 0112887472

Secretary
Ministry of Transport, Highways, Ports and Civil Aviation

Post applying for

Annexure 1

For office use

APPLICATION FORM

Application for the post of for
theProject, Ministry of
Highways.

(..... **Project**)

1) Post applying for
(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials (In Sinhala)

..... මයා/මිය/මෙනවිය

(In English / Block capital letters) Mr./ Mrs. / Miss:

.....

3) Names denoted by the initials

(In Sinhala)

.....

(In English / Block capital letters)

.....

4) Nationality:

5) Gender: Female / Male:

6) National identity card No:

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7) Date of birth:

--	--	--	--	--	--	--	--

8) Age:

--	--	--	--	--	--	--	--

(As at application closing date)

9) Residence details:

Address	
Telephone No	
Mobile No	
E - Mail	

Office details: (Present Employment Place)

Address	
Telephone No	
Fax No	
E - Mail	

10) Educational qualifications:

No	Course Name	Degree/ P.G Diploma/	P.G.Degree/ Diploma	Subject/ Relevant filed	Validity date	University/ Training institute
01						
02						
03						

11) Professional qualifications:

No	Professional qualification	Validity date	Institution	NVQ level
01				
02				
03				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13) Experience gained:

Position	Institution	Period (From – to)	No of Years

14).Details of previous releasment from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasment basis		
				Full time (with full - Pay)	Full time (with No -Pay)	Acting

14).Certificate / Letters regarding experience (Attach photocopy)

- I.
- II.
- III.

Certification of the Applicant

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 1/2019 Management Services Circular.

Date:

.....

Signature of applicant

Recommendation of the Head of the Institution

I hereby certify that the above details are true and correct as known to me and Mr./Mrs./Miss. (Name of the applicant) who is submitted this application is serving as a (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasment basis		
				Full time (with full - Pay)	Full time (with No -Pay)	Acting

Also His/ her previous releasment details from the substantive post that are in above table are entered with their personal files and confirmed. After considering those details and provisions stipulated in Management Services Circular No. 1/2019, He/ She could be released and agreed to be released according to the Para 2.3.3a/2.3.3.b/2.3.3c for the(Further Releasment period)mentioned in said circular, from his/ her substantive post if selected to this post.

Date:
 Signature and seal of head of the Institute